

<b>Post title:</b>	Head of Sustainability and Environment
<b>Grade:</b>	SM2
<b>Responsible to:</b>	Assistant Director
<b>Staff managed:</b>	Manages a group of managers
<b>Directorate:</b>	Environment
<b>Service:</b>	Environmental Services and Climate Change
<b>Job family:</b>	<b>P&amp;T - Professional &amp; Technical</b>
<b>Date of issue:</b>	May 2023

### Job context

- The Head of Sustainability and Environment is the council's lead advisor and strategist on matters associated with natural capital, climate change and sustainability management. The post holder will deliver the leadership required to meet the council's net zero targets, net zero council by 2030 and, in support of the Y&NYCA, a carbon negative region by 2040.
- This 'thought-leadership' role will play an active role across the council, the county, regionally and nationally as the lead officer responsible for re-positioning North Yorkshire's approach to climate change.
- In addition to climate change, the post holder will be responsible for sustainability measures within the council's operations further reducing its impact on the environment.
- Natural Capital, including Local Investment in Natural Capital project
- Local Nature Recovery Strategy
- Support work around Biodiversity Net Gain.
- The post holder will support and deputise for the Assistant Director at a senior management level as necessary, including but not limited to engaging with the cabinet lead for Climate Change.
- Budget holder for the Sustainability and Environment service with the responsibility to maximise income from commercial activities and additionally has budget responsibility for several partnership project budgets.
- The post is a politically restricted post as defined by the Local Government and Housing Act 1989. The post is mainly based in County Hall, Northallerton although flexible working is encouraged and travel around the county will be required. This role involves spoken communication, so a confident use of the English language is required.
- To carry out roles identified within the resilience and emergencies and business continuity policies. These include ensuring plans exist within their Service Area and appropriate officers are able to respond both in and out of hours as required if required.

### Job Purpose:

To be the council's lead advisor on matters associated with natural capital, climate change and sustainability management. Working both with colleagues within the council and being the council's representative with partners, Members, and residents. In short being the champion of this area.

### Operational management:

- Oversee the delivery of effective statutory functions as assigned to the postholder including the development, monitoring and delivery of business plans ensuring that any national and local framework targets or performance indicators are met.
- Oversee delivery of advice on County compliance with relevant government legislation and legislative changes.

- To take a lead role in engaging with and representing the authority throughout the community in relation to sustainability and climate change matters, promoting a community focussed council, taking a lead role in dealing with confrontational and contentious issues associated with services that have a very high public profile.
- Co-ordinate the maintenance and implementation of the Authority's/Service's designated emergency response plans.
- To attract external funding including working up bidding proposals for external funding streams, in compliance with the council's governance.
- To generate income by developing a commercial strategy for services within the remit of the postholder, where appropriate and where legislation permits.
- To represent the authority at national, regional and sub-regional working groups as necessary, influencing policy and ensuring any innovation or funding that has the potential to benefit services within the sustainability and climate change portfolio is identified.
- To deal with requests made under the provisions of the Freedom of Information Act 2000 and Environmental Information Regulations etc. as and when required.
- The post-holder is expected to maintain at least 20 hours of Continual Professional and Personal Development per annum.
- Manage other professional service teams as required including planning services operational requirements.
- Act as lead officer for Environmental Services as designated by Assistant Director including project management of major projects and policy on behalf of the council.
- Maximise commercialisation of services provided.
- To develop, support and promote a result driven and customer focused performance culture ensuring the provision of cost-effective, efficient, high-quality services in line with identified needs.
- To lead specific programmes as part of the council's change and transformation programme.
- Responsibility for all operational matters relating to the section designated to the post-holder.
- Provide specialist advice, on the specialisms designated to the post-holder, to officers and Members of the council on Sustainability and Environment issues.
- Ensure delivery of effective Sustainability and Environment functions to meet any national and local framework targets or performance indicators including the setting and monitoring of service plan targets.
- Oversee and direct all policy and project development relating to the service ensuring statutory compliance with government legislation and targets.
- Oversee and direct the production of all reports, generated within the Section in a timely fashion.
- Oversee the liaison of services with the public, businesses, other council departments and external bodies such as NGOs and partnerships who seek advice or assistance relating to Sustainability and Environment.
- Act as the Service's lead officer and advisor in relation to the specialist areas designated to the post-holder and advise the Assistant Director (Environmental Services) and other staff on the interpretation, implementation and review of such legislation.
- Provide and deliver appropriate training to relevant Service staff as required.
- Act as council representative on working groups or other bodies relevant to the operations of the Service and attend meetings accordingly or direct other officers to attend as appropriate for the efficiency of the Service.
- Co-ordinate and direct regional and Countywide exercises relating to designated specialist areas of work.

- Lead and Oversee delivery of Sustainability and Environment Services and advise Assistant Director on all aspects including.
- Environmental policy and projects, sustainability, climate change, coastal and marine conservation, geological diversity and conservation, and biodiversity, development plans, development control, conservation projects, programme development and grant aid.
- Management and oversight of relationships with external partnerships and organisations relating to Sustainability and Environment service area seeking to represent and influence outcomes on behalf of the council's priorities such as with; DEFRA, Environment Agency, Historic and Natural England, Local Nature Partnership, River Catchment Partnerships, Strategic Housing Board, Directors of Development Forum. Oversight and delivery of projects and budgets related to joint initiatives.
- Deputise for the Assistant Director as required.
- Lead officer for advice and reports to senior officers and council members in respect of natural capital, climate change and sustainable development planning and delivery; Effective engagement of the council in 'Duty to Cooperate' processes (for which the council is a statutory body) with all relevant local planning authorities within and surrounding North Yorkshire, ensuring that the council's objectives and priorities are represented in those areas and seeking to influence outcomes: Oversight of the coordination and preparation of consultation responses including in relation to the Local Plans of North Yorkshire and adjoining local planning authorities, LEP Strategies and Action Plans, and national Government policy matters.
- Management of statutory duties in relation to AONBs.
- Oversight of specialist strategic environmental assessments and flood risk assessments on council strategies and plans to ensure compliance with statutory duties.
- Oversight of monitoring of development proposals in the county and provision of advice including specialist advice to internal and external project teams and services on natural and historic environment.
- Provision of specialist ecology, landscape and archaeological advice to other Services to ensure corporate projects and priorities are delivered effectively with the environmental impacts understood, managed and mitigated where possible
- Employment of specialist consultants, where necessary, including drawing up of contracts, work specifications, letting of contracts and oversight of delivery

**Resource  
management:**

- Be responsible as the budget holder for resources in respect of allocated budgets within the council's scheme of delegation of financial responsibility. To oversee the service in such a way as to protect its financial and operational viability by maintaining current levels and securing additional business to maximise income generation.
- Prioritise and allocate staffing to support managers in discharging their responsibilities for meeting the needs of the service.
- To give leadership, management, and direction to staff of the service through the establishment and promotion of service and individual objectives, service performance plans, priority setting, reviews, and performance appraisal.
- To develop and maintain an innovative and responsive approach to the management of resources having regard to the need for economy, efficiency, and effectiveness.

	<ul style="list-style-type: none"> <li>• Carry out people management issues such as recruitment, development, and absence management, setting targets, providing feedback on performance, and effectively addressing development and learning issues.</li> <li>• Support the delivery of corporate initiatives in delivering transformational change, through effective modelling of positive behaviours and delivering innovative solutions to service delivery and development.</li> </ul>
<b>Partnerships:</b>	<ul style="list-style-type: none"> <li>• Work with a range of partners/agencies, both internal and external, to develop and maintain co-operative relationships.</li> <li>• When implementing service delivery change ensure activities are aligned, where appropriate, with other changes taking place corporately and across Directorates, including working with colleagues in HR, ICT, Finance, Communications, Legal Services and other functions where required</li> <li>• Represent the service on behalf of the Directorate at policy, operational and co-ordination forums with external agencies and other council directorates when required.</li> <li>• Champion the risks and benefits of effective engagement with the Environmental Service as a mechanism to help ensure delivery of corporate priorities and infrastructure projects on time and within budget.</li> <li>• Represent the council's views on Environmental Services issues on outside bodies as required - Directors of Development, etc.</li> <li>• Engage at a senior level, lead and manage work with other local authorities, Local Enterprise Partnerships and major organisations to achieve the council's strategic policy objectives and to represent the council on strategic level forums, groups and meetings.</li> <li>• Provide guidance on natural environment matters to other council staff and external partners where appropriate.</li> <li>• Provide natural environment advice to, and negotiate with, landowners; developers; consultants; utility companies; government departments; academic bodies and others, generating income where possible.</li> <li>• Maintain and develop appropriate countryside management partnerships where they add value and help deliver council functions or duties.</li> <li>• Represent the council on the North Yorkshire and York local nature partnership and lead on behalf of the Local Nature Partnership in the development of an integrated countryside plan for the river Swale area.</li> </ul>
<b>Strategic management:</b>	<ul style="list-style-type: none"> <li>• Lead the service in devising and implementing of strategies, policies and the service plan to ensure consistent, high quality and effective delivery of the service. Ensures the promotion of the plan to all stakeholders.</li> <li>• Personally, and through team members deliver the targets set down in the service and team plans, monitoring and addressing under performance.</li> <li>• To contribute to determining strategy, setting objectives and targets and to the development of policies across the operational remit of the service and the Directorate, and, working with the Assistant Director (Environmental Services) to be accountable for service strategy including being a member of the Environmental Services management team.</li> <li>• Lead in the development of new ways of working that maximise efficiency and effectiveness.</li> <li>• Actively promote and develop the Service's contribution to both council and Directorate level priorities and objectives as set out in the Corporate Plan and Service Plan.</li> </ul>

<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Influence and liaise with lead business partners as required to ensure that strategic planning and implementation of plans are carried out consistently and effectively.</li> <li>• Promote the council's priorities, policies and Corporate Plan and positively promote the service with local and national media.</li> <li>• Work closely with officers / professional staff in understanding / improving the customer journey across a range of NYC services.</li> <li>• Manage challenging situations effectively and proactively to improve the performance of staff and/or volunteers by maintaining communication with staff and providing the appropriate support and guidance.</li> <li>• Represent the service at appropriate meetings, promoting, liaising, consulting, and engaging with managers, staff, people who use our services and other stakeholders in challenging situations</li> <li>• Prepare press statements/press releases as appropriate, liaise with the media and represent the authority with media enquiries as directed by Assistant Director, Environmental Services. Act as a contact officer on relevant matters with the media. Appraise the Assistant Director (Environmental Services) of any matters arising, which are particularly sensitive or controversial in nature.</li> <li>• Deliver presentations to develop effective service delivery and good stakeholder relationships.</li> <li>• Inform and analyse national and local policy change and communicate implications to senior operational managers and frontline staff as appropriate.</li> </ul>
<b>Systems and information:</b>	<ul style="list-style-type: none"> <li>• Ensure that systems and processes to support the service are consistent with the council standards and procedures.</li> <li>• Produce written reports as required including evaluation and impact statements for distribution service wide and to partners.</li> <li>• Use relevant IT systems and tools to support the management, delivery and development of services, ensuring records are accurate and current.</li> <li>• Ensure government guidance and legislation are interpreted appropriately and are adhered to in a manner consistent with good practice.</li> <li>• Provide accurate and timely information through the analysis of team performance, preparation of returns and reports, maintaining records and specialist databases.</li> <li>• Advise councillors and the public on natural environment issues.</li> <li>• Prepare and present reports to committee, public inquiries and others as required.</li> </ul>

### Person Specification:

Essential	Desirable
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Sound and rounded knowledge and understanding of issues and processes relating to the preparation and delivery of economic development and growth.</li> <li>• General knowledge of current legislation, policies and procedures, and issues relating to the economy, town and country planning, countryside, natural environment and historic environment with a comprehensive specialist knowledge in at least one related discipline.</li> <li>• An understanding and overview of key issues and funding programmes relating to Sustainability and Environment Services, particularly in rural areas.</li> <li>• Significant working knowledge of tools and approaches to manage resources, including time people and budgets.</li> <li>• Significant advanced practical experience of environmental management, rural conservation or a related field.</li> <li>• Proven recent experience in managing, developing and motivating staff.</li> <li>• Proven recent experience in managing performance at team and individual levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of IT and e-Government agenda</li> <li>• Working knowledge and familiarity with the geography and spatial issues relating to North Yorkshire and its hinterland</li> <li>• Experience of responding to media enquiries.</li> <li>• Experience of the development management process.</li> </ul>

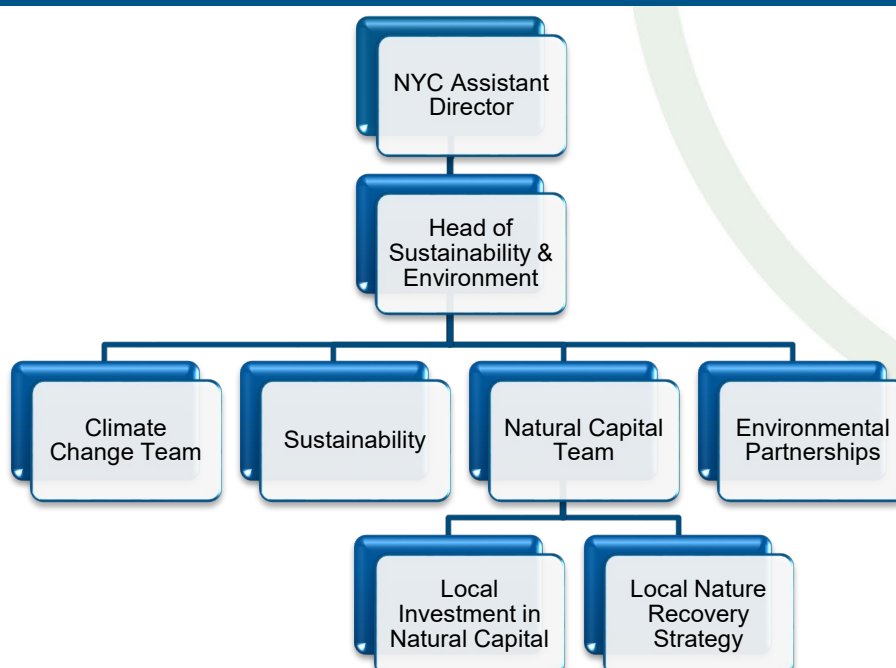


<ul style="list-style-type: none"> <li>• Proven knowledge and experience in strategic planning and service planning.</li> <li>• Awareness of planning policy formulation, regional and sub-regional planning and environmental policy</li> <li>• Recent experience in successfully leading staff through periods of change.</li> <li>• Experience of managing and prioritising budgets</li> <li>• Proven experience of delivering income targets and maximising revenues.</li> <li>• Experience at senior level of preparing and presenting reports in a variety of settings including to elected members</li> <li>• Experience of problem solving and application of innovation to improve performance and implementing new initiatives, including the introduction of new technology or software solutions.</li> <li>• Experience of working in partnership with a variety of organisations, preferably including local government, statutory and funding agencies.</li> </ul>	
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Analytical Skills - Able to pinpoint key information from large amounts of complex data to influence well-reasoned recommendations.</li> <li>• Decision-Making Skills - Able to exercise professional judgement to make key decisions which have wide reaching implications.</li> <li>• Financial / Budget Management Skills - Able to co-ordinate, monitor and review the use of substantial financial resources.</li> <li>• Communicating, Persuading and Influencing Skills - Able to project credibility and confidence when communicating with a range of people on a range of matters. Able to use high level persuasion, influencing and/or negotiation techniques in complex situations to achieve strategic objectives. This will particularly involve overcoming significant resistance to change around supporting internal and external stakeholder change behaviours around climate change.</li> <li>• Investigative Skills - Able to draw information from a variety of sources, dissect and draw appropriate conclusions.</li> <li>• Problem Solving skills - Able to use creativity and innovation to generate solutions for difficult issues</li> <li>• Project management skills - Able to oversee the delivery of strategic projects, reviewing and making amendments as necessary</li> <li>• Resilience - Effectively copes with conflicting and complex demands.</li> </ul>	
<p><b>Behaviours</b></p> <p><a href="#">Link</a></p>	
<p><b>Professional Qualifications</b></p> <ul style="list-style-type: none"> <li>• Either: a degree or equivalent in archaeology, environmental science, planning or environmental management, economics, rural conservation or a closely related discipline</li> <li>• Or: alternatively, a degree level qualification in an unrelated discipline together with substantial relevant experience of working in one of the above disciplines.</li> <li>• Evidence of continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised management qualification.</li> <li>• Membership of a relevant professional institute.</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	

**Career progression:**

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, for example, apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

## Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.